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ABSTRACT

This booklet is intended for readers who are interested in applying to the U. S. Department of Education for discretionary grants and cooperative agreements, who have received an award, or who are simply interested in knowing more about the Department's discretionary-grants process. It describes how discretionary grants and cooperative-agreement programs are created by Congress and administered by the Department and how the public goes about applying for and receiving discretionary grants. It outlines how the discretionary grant program is set up, and it explains how to learn about eligibility requirements. Instructions explain how to apply for funding from the discretionary grant program, how to get an application package, how to find help filling out the application forms, and other information related to grant paperwork. The booklet details how the Department reviews applications, how long it takes for a decision, and how the grants are scored. Other information includes what to do if a grant is awarded, what responsibilities follow the grant, how to ensure compliance with grant guidelines, and how to prepare for a site visit. The document also describes what happens after the project ends, what records to keep, and what are the audit requirements associated with the grant. (RJM)

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What Should I Know About

ED Grants

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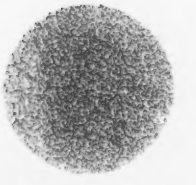

U.S. Department of Education
Office of the Chief Financial Officer
Washington, D.C.

U.S. Department of Education

Richard W. Riley
Secretary

Marshall Smith
Acting Deputy Secretary

Second edition: September 1998

This booklet provides a non-technical summary of the Department of Education's discretionary grants process and the laws and regulations that govern it. The reader should not rely on it as the sole source of information in matters of discretionary grant application, review, award, administration, grant closeout, or audit at the Department of Education, and should consult the appropriate regulations in Title 34 of the Code of Federal Regulations for the specific rules that apply to the Department's programs. Nothing in this document is intended to impart specific rights to applicants or grantees.

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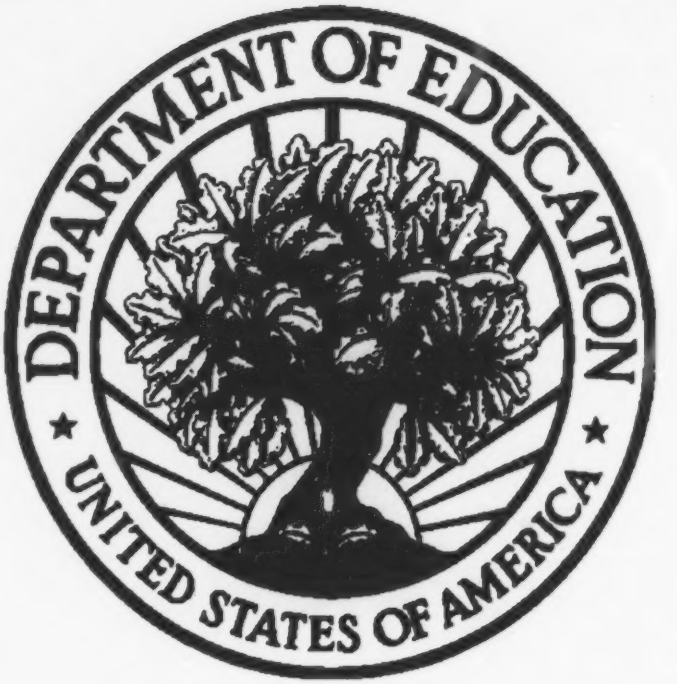

Our Mission is to Ensure Equal Access to Education and to Promote Educational Excellence Throughout the Nation.

UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL OFFICER

THE CHIEF FINANCIAL OFFICER

Dear Reader:

The U.S. Department of Education (ED) issued *What Should I Know About ED Grants?* for the first time in 1995 to inform its customers about the ED discretionary grants process. Since then, thousands of our customers have requested copies and advised us of the usefulness of the guide in their understanding of the process.

This second edition incorporates the changes the Department has made in the way it conducts business with its grantees. The most significant are the changes to grantees' authority in the administration of their discretionary grant projects. These changes are the result of recent regulatory amendments known as the Expanded Authorities.

Information about all ED grant programs is located under the 'Funding Opportunities' section on the Department's Web site at **www.ed.gov**. You are invited to consult the *Guide to ED Programs* on the Department's Web site or to call **1-800-USA-LEARN** (1-800-872-5327) for information about current ED discretionary grant programs.

In closing, I want to thank the members of the Grants Policy and Oversight Staff for their work in producing this updated version of the booklet. I trust their efforts will be of great assistance to anyone who is thinking about applying for a grant or who has just received one from the Department for the first time.

I welcome any suggestions you may have for improving this booklet in order to help us serve you better. Your response can be sent to the address listed on the last page.

Sincerely,

Donald Rappaport

600 INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20202-4300

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1 Before We Begin

This booklet is intended for readers who are interested in applying to the U.S. Department of Education (Department or ***ED***[1]) for ***discretionary grants*** and ***cooperative agreements***, have received an award, or are simply interested in knowing more about the Department's discretionary grants process. It describes how discretionary grant and cooperative agreement programs are created by Congress and administered by the Department, and how the public goes about applying for and receiving discretionary grants.

This booklet does not contain information about programs of the Department that give ***student financial assistance*** or funding through ***formula grant*** programs.

How do I apply for student financial assistance?

The Student Financial Assistance Programs in the Office of Postsecondary Education offer funding to individuals looking for financial help to pursue their educational goals. Under these programs, the Department makes a variety of grants and loans for postsecondary education. For more information about these programs and their application process, call

1-800-4-FEDAID
(1-800-433-3243)

or access the Department's Web site at the following Internet address:

www.ed.gov

How do I get more information about formula grant programs?

Formula grant programs are non-competitive awards based on a predetermined formula. Sometimes referred to as state-administered programs or statutory entitlement programs, they are administered by various ***program offices***. Information about formula grant programs at the U.S. Department of Education is contained in

[1] Terms in ***bold italics*** the first time they are used are defined in the 'Glossary,' which begins immediately following Section 8 of this booklet.

the *Guide to U.S. Department of Education Programs* (the *Guide*). (Information about getting a copy of the *Guide* is given in the section, 'Other Information,' which begins after the Glossary section of this booklet.) Contact the program office that administers the particular formula grant program in which you are interested.

2 Let's Get Started

The process of making a federal grant begins long before an applicant or ***grantee*** ever sends a piece of paper to the government. Federal grants have their origin in the legislative process of Congress and the regulatory process of federal agencies. A federal agency such as the Department of Education must set up a structure for the orderly review, award, and administration of grants. This section describes the way discretionary ***grant programs*** are set up in the Department and tells you how you can learn more about the grant opportunities that are available to you.

What is a discretionary grant?

Unlike a formula grant, a discretionary grant awards funds on the basis of a competitive process. The Department reviews applications in light of the legislative and regulatory requirements established for a program. This review process gives the Department discretion to determine which applications best address the program requirements and are, therefore, most worthy of funding.

What is a cooperative agreement?

A cooperative agreement is a type of discretionary grant the Department awards when it determines that substantial involvement with the grantee is necessary during the performance of a funded project. Substantial involvement might include such things as ongoing departmental participation in the project, unusually close collaboration with the recipient, and/or possible intervention or direct operational involvement in the review and approval of the successive stages of project activities.

How does the Department set up discretionary grant programs?

Congress establishes discretionary grant programs through ***authorizing legislation*** and ***appropriations legislation***. The Department then usually writes ***program regulations*** based on the authorizing legislation, which describe how the programs are to be administered. After these program regulations are published in final form and Congress appropriates funds for the program, the Department can elicit applications and award grants.

Who runs the Department's discretionary grant programs?

Six ***Principal Offices*** in the Department are responsible for program administration. Each office is responsible for overseeing a portion of the programs established by Congress and administered by the Department. The Principal Offices are:

- Office of Bilingual Education and Minority Languages Affairs (OBEMLA)
- Office of Educational Research and Improvement (OERI)
- Office of Elementary and Secondary Education (OESE)
- Office of Postsecondary Education (OPE)
- Office of Special Education and Rehabilitative Services (OSERS)
- Office of Vocational and Adult Education (OVAE)

Within the Principal Offices, there are program offices and ***Discretionary Grant Teams*** (Grant Teams), which administer the Department's discretionary grant programs on a daily basis. The grant team publishes the program announcement, coordinates the review of applications that are received, makes funding recommendations, and awards grants to successful applicants. They are supported in these activities by the ***Grants Policy and Oversight Staff (GPOS),*** which is responsible for developing overall discretionary grants policy for the Department and overseeing the discretionary grants process.

How do I find out about the Department's discretionary grant programs?

There are different ways to get information about the discretionary grant programs at the Department of Education:

- The Department maintains a site on the World Wide Web. You can access information on discretionary grant funding by Principal Office and by types of programs available by logging on to the Department's Web site at: www.ed.gov.

- To get a general overview of the Department's programs, you can write or phone the Department to get a copy of the *Guide to U.S. Department of Education Programs* (the *Guide*), or you can access it through the Department's Web site. The *Guide* describes the various discretionary grant programs sponsored by the Department and gives a telephone number for each program to call for further information.

- The Department publishes an ***application notice*** in the ***Federal Register*** to inform potential applicants of each new discretionary grant competition. An application notice invites applications for one or more competitions, gives basic program and funding information on each competition, and informs potential applicants when and where they may obtain applications. Program offices publish an application notice for each individual program.

- Program Offices also include their proposed program schedules in the Department's ***Combined Application Notice (CAN)***. The CAN is generally published once a year in the *Federal Register* and is posted on the Department's Web site. It lists most of the discretionary grant competitions planned for each Principal Office for the coming year, and includes anticipated application deadlines and other pertinent information.

How do I learn if I am eligible to receive a discretionary grant?

The first thing to consider before applying for a grant is to determine whether your organization is eligible under the program. If you are not sure about the grant programs under which you would be eligible, start with the *Guide*, discussed above. The *Guide* has an index to help you identify the grant program(s) in which you might be interested. The *Guide* also gives the ***CFDA number*** for each grant program, a system of numbering based on the ***Catalog of Federal Domestic Assistance.*** To receive the appropriate information, it is essential that you use this number when contacting the Department about the specific grant program(s) of interest to you.

Once you know the number and title of the grant program(s) under which you want to apply, you may wish to review the program regulations provided in the ***Code of Federal Regulations (CFR)***. (Information about obtaining a copy of the CFR is given in the section, 'Other Information,' which begins after the 'Glossary' section of this booklet.)

The CFR is updated once a year only and, therefore, might not include recent changes to program regulations. You should contact the program office listed in the *Guide* to verify the most recent version of the program regulations.

The application package lists the eligibility requirements, generally drawn from the legislation establishing the program. Eligibility might be limited to a particular type of organization (e.g., only state education agencies), organizations that serve only a particular group (e.g., disadvantaged students), or organizations that meet some other criteria. In some cases, an organization wishing to apply under a particular program must first apply to the Department to be certified as eligible for that program. Requirements vary from program to program; read the application package

carefully before preparing your application.
Information about the specific eligibility requirements for a program is also available in the application notice or 'Notice of Closing' that the Department publishes in the *Federal Register* for each new competition.

3 On the Paper Trail

Asking for grant funds from the Department of Education is not a complicated process, but it requires that you give us specific information to enable us to consider your request fairly and completely. When you apply for discretionary grant funds, you must provide and send us information on two or more different forms. This section identifies some of these forms, why each is needed, how to get copies of them, and where to send them. The Department is making every effort to give applicants a longer period of time to prepare their applications before the application deadline date.

How do I apply for funding from a Department discretionary grant program?

Contact the program office responsible for the program that interests you and request an application package. Follow the application instructions in the package. You will generally be required to complete and submit to the Department by a specified date certain standard forms, a narrative description of the proposed project, and an estimated budget.

What is an application package?

A discretionary grant application package contains all of the information and forms that you will need to apply for funds from the Department. Application packages typically include the application notice, program regulations and/or legislation, and application instructions and forms. These forms include the ***Application for Federal Education Assistance or ED 424***, as well as the ***certifications*** and ***assurances*** needed to apply for a grant. Some application packages contain a 'Dear Colleague' or 'Dear Applicant' letter from a Principal Office official, which gives an overview of the particular program and discusses any ***funding priorities*** in effect for a particular competition.

How do I get an application package?

Application packages are available from the specific program office that is responsible for a particular program. Some application packages are published in the *Federal Register* for an applicant to photocopy and use. Federal Register notices also provide the names of individuals to contact to obtain applications. Furthermore, some application packages are available and can be downloaded and printed from the Department's Web site. The program office for the program in which you are interested can tell you how to get a copy of the application package for that specific program.

How does the Department decide what goes into an application package?

The Department uses forms designed to obtain from applicants the information necessary to process their application. Certain forms are required by the Department's regulations or applicable statutes. Others are required by the ***Office of Management and Budget (OMB)***. The Department is aware of the paperwork burden that the grants process imposes on applicants. The Department is continuously trying to determine ways to reduce paperwork and welcomes your suggestions for doing so.

What are certifications and assurances?

Various federal requirements are imposed on applicants and grantees as a condition of receiving grant funds. Application packages contain forms that an applicant is required to sign, promising to abide by various federal laws, ***regulations***, and executive orders that apply to grantees. Certifications relate to issues such as maintaining a drug-free workplace. Assurances relate to issues such as complying with nondiscrimination laws. Some programs give funding to a grantee, who then distributes some of the money to other persons—e.g., fellowship holders, contractors, and others. In these cases, grantees might be required to get certain forms signed by those persons as well.

What are regulations?

The Department uses two types of regulations to award and administer discretionary grants and cooperative agreements: program and ***administrative regulations***. Program regulations are rules that apply to all applicants and/or grantees under a particular program. They implement legislation passed by Congress to authorize a specific program, and include applicant and participant eligibility criteria, nature of activities funded, allowability of certain costs, criteria under which applications will be selected for funding, and other relevant information. Administrative regulations, on the other hand, apply to all grantees regardless of the program. They implement guidance from OMB contained in circulars, Presidential Executive Orders, and legislation that affects all applicants for, or recipients of, federal grants and cooperative agreements. One group of these administrative regulations is collectively known as ***EDGAR (Education Department General Administrative Regulations)***. The Grants Policy and Oversight Staff maintains EDGAR and ensures that program offices interpret and apply the regulations to their programs appropriately. The Department posts both program and administrative regulations on its Web site. In addition, new and amended program and administrative regulations issued by the Department and published throughout the year in the *Federal Register* are also posted on the Web site.

What are funding priorities?

For some programs, the Department publishes funding priorities in the *Federal Register* to identify the activities that will be funded in a given year. Funding priorities are used as a way of focusing a competition on the areas in which the Secretary is particularly interested in receiving applications. The Department uses three kinds of funding priorities in its programs: absolute, competitive, and invitational.

- If the Department publishes an 'absolute priority' for a program, it will consider for funding only those applications that address that priority. For example,

a published absolute priority to fund only projects that increase the amount of time students are engaged in the study of mathematics and science would mean that only those projects that are designed to achieve this result could potentially receive funding.

- If the Department publishes 'competitive priorities' for a program, applicants addressing those priorities might receive additional points during the ***competitive review process*** for doing so.

- If the Department publishes 'invitational priorities', it encourages applicants to address certain issues in their project design. However, an application that meets the priority receives no competitive or absolute preference over applications that do not meet the priority.

If you are considering submitting an application, be sure to read all the material in the application package carefully to identify any published priorities.

Is there anything I can do to help shape regulations and funding priorities?

Yes. The public has the opportunity to comment on proposed regulations and funding priorities. Before the Department formally publishes regulations and funding priorities, it issues a ***Notice of Proposed Rulemaking*** or notice of proposed funding priorities. The notice outlines the proposed rules and priorities and invites the public to comment on them by a certain deadline. The comments received are then considered in the final drafting of the regulations. Sometimes, the Department accepts comments at publicly announced hearings. You can review the *Federal Register* for Department of Education notices of proposed priorities and rulemaking and provide comments during the specified comment period to the persons named or at the places identified in the notices.

How do I get help filling out the application forms?

Most of the Department's application packages contain detailed instructions on how to complete an application. However, if something is still not clear to you after reading the instructions, you can contact the program office that handles that particular program for help. The notice inviting applications for a competition, published in the *Federal Register* gives the name of a contact person. In addition, application packages often contain a 'Dear Colleague' or a 'Dear Applicant' letter, which usually gives the name of a contact person for applicant inquiries. Some program offices also sponsor pre-application workshops to assist potential applicants in the application process.

What do I need to know about indirect costs and the indirect cost rate when preparing my application?

Many applicants request funds for ***indirect costs*** that they incur while doing the work of a project under a federally funded program. Such costs are usually charged to the grant as a percentage of some or all of the other direct cost items in the applicant's budget. This percentage is called an ***indirect cost rate***. Federal guidelines treat indirect costs as an allowable expense, and require that a grantee have an indirect cost rate that has been approved by the federal government, either yearly or on some other regular cycle.

OMB has assigned different federal departments and agencies responsibility for establishing indirect cost rates for different classes of grantees. For example, most universities and colleges establish their rates with the Department of Health and Human Services, while a nonprofit research organization that does a great deal of defense contracting would probably have its rate established by some unit of the Department of Defense. Under *OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments*, OMB has assigned the Department of Education responsibility for reviewing, negotiating, and approving indirect cost rate proposals from most state and local educational agencies, as well as from some states' other social ser-

vice agencies. The indirect cost rate established for a grantee by the federal department or agency assigned the responsibility for a class of grantees is accepted by the other federal agencies.

Applicants wishing to apply to the Department (or any other federal department or agency) for a grant that allows indirect costs are well advised to have established an indirect cost rate with their assigned department or agency of the federal government **before** preparing and sending their application. The process can be lengthy and applicants should begin the process at least 90-120 days before the application deadline.

Applicants who do not know which federal department or agency is responsible for establishing indirect cost rates for their class of grantee should speak with the program contact person named in the application package. That person will be able to refer the applicant to persons in the Department who can answer questions about establishing indirect cost rates.

What do I need to know about protection of human subjects in research when preparing my application?

If you plan to conduct research activities involving human subjects at any time during the proposed project period, you will need to tell us at the time of application. You will need to indicate on the Application for Federal Education Assistance (ED 424) if the research activities are exempt. If they are covered (not exempt), you will need to provide specific information about the research activities. If your application is recommended for funding, the Department will ask you to submit an Assurance, if you did not have one at the time of application, and to send us certification that the Institutional Review Board (IRB) named in the Assurance has reviewed and approved the covered research activities. Keep in mind, however, that you are not required to have an Assurance or an IRB in place when you apply to the Department for an award. For additional information about the protection of human

subjects in research, check the Department's Protection of Human Subjects in Research Web site at http://ocfo.ed.gov/humansub.htm.

Where do I send the completed application?

You should send your grant application to the ***Application Control Center,*** the administrative unit in the Department of Education authorized to accept applications for discretionary grants and cooperative agreements. You should do so unless the mailing instructions in the application package indicate otherwise.

What happens if I miss the application deadline?

To be assured of consideration under a discretionary grant competition, an application from an eligible applicant—with all forms and other required paperwork—must be mailed to the Application Control Center (or other place specified in the application package) before the closing date. The Department has an absolute policy of not accepting applications that are not mailed by the deadline for a particular program's competition, known as the ***deadline date*** (or the 'closing date'). The Department notifies an applicant that an application will not be considered if it is received without a legible postmark or other proof of mailing specified by the Department reflecting the closing date of the competition. Please note that some programs can require that applications **be received in the Department** by the deadline or closing date.

What if I find an error or realize I have omitted something in my application after the deadline?

In order to assure fairness to all applicants, the Department does not allow an applicant to submit additional materials after the deadline.

What happens to an application once the Department receives it?

The Department's Application Control Center records each application, assigns it a ***PR/Award number***, and sends the application to the appropriate program office, which screens the application for eligibility and completeness. The grant team assigned to the program then arranges a competitive review of all eligible applications. The grant team ranks the applications based on reviewers' scores and considers the most highly ranked applications for funding. Applications considered for funding in the Department's regional offices are sent to the grant administrator for that region. The authorized program official (or regional grants administrator) then awards grants to the successful applicants.

What happens if my application is not eligible?

If an application does not meet the eligibility criteria for the particular program to which it was sent, the Department notifies the person who signed the application that the application is not eligible and will not be considered. The notification from the Department explains the reason(s) that the application is not being reviewed in the competition.

4 Waiting to Hear

Frequently, some months elapse between an application deadline and the day when applicants learn about the funding decision or disposition of a particular group of applications. The Department is always seeking ways to reduce the time period between application deadline and award day. In fact, the Department has modified its grant award process to reduce the time from application to award. Nonetheless, some waiting is always involved because of the volume of applications the Department receives as well as the added time required for the Department to act on its commitment to give each application a fair and thorough review. This section describes what happens to your application after the Department receives it.

How does the Department review my application?

For the majority of the Department's grant competitions, program offices recruit ***grant application reviewers*** (reviewers) from outside the federal government who have expertise in the subject area(s) of the applications being considered. Program offices also use federal employees within and outside the Department to serve as reviewers. Each reviewer reads and scores a group of assigned applications. After the reviewers score the applications, the grant team conducts an internal review to assure that the reviewers' scoring sheets are correctly completed and that the application meets all the requirements of the program. These two review processes become the basis for a final listing of applicants that the grant team considers for funding.

What criteria do reviewers use to score my application?

Reviewers score each application against the selection criteria published in the *Federal Register* as part of the program regulations. If there are no program regulations, the reviewers score each application against the selection criteria in EDGAR. In reviewing applications, reviewers are not permitted to use additional criteria or consider any information that is not in the application.

How does the Department take into account variations in scoring practices among reviewers?

Grant teams have the option to use a computer program in the review process to normalize reviewers' scores. This normalization compensates for the tendencies of some reviewers to score applications higher or lower than other reviewers for the same group of applications. With normalized scores, the grant teams are able to prepare a rank order list of applications that negates, as much as feasible, any unusual variations in scoring.

Does a high score guarantee funding?

No. Even if your proposal ranks high and the grant team considers it for funding, your application still might not be funded because of one or more of the following reasons: the large number of high quality applications that were received under the competition; the limited amount of funds Congress has allocated to the program; and/or a geographic distribution requirement for the number of grants awarded to specific regions of the country for the program for which you applied. Keep in mind that a project is not guaranteed funding until an official ***Grant Award Notification (GAN)*** has been signed by the authorized program official and mailed to and received by the applicant.

How long does it take the Department to decide on my application?

Although the time varies from program to program, it takes approximately four to six months from the time the Department receives a new application to the time the award is made. The Department must follow carefully its own procedures, as well as requirements established by Congress and OMB, in reviewing applications and awarding grants. We must assure that the review and award process is fair to all applicants. As the Department adopts new technology, we expect the time required to process applications will be reduced.

How can I become an application reviewer?

Contact the program office that handles grant programs in your area of expertise and inform them of your interest in being a reviewer. Phone numbers for program offices can be found in the *Guide to U.S. Department of Education Programs.* Usually, a grant team member asks the person interested in being part of the review process to send a resume or curriculum vitae to the Department to enable the team to evaluate the person's credentials as a potential reviewer.

5 Getting Funded!

The big day has finally arrived. The Department notifies you by letter, phone, or e-mail that your application has been funded. You breathe a sigh of relief and then the question "What next?" undoubtedly crosses your mind. One could say that the real work begins at this point. There will be post-award communications and discussions with Department officials. And then, of course, you will start the substantive activities of your project, which go on for a year or more. This section looks at the way a funding recommendation turns into a grant award, what takes place during the funding process, and how to turn that prized grant award into the dollars that are essential for you to carry out your project successfully.

What happens to my application after the application review process?

After the application review process is completed, all applications, supporting materials, and the reviewer rating forms are returned to the program office. The grant team then creates a grant file for each application and makes a careful review of the materials to ensure that all required forms (including certifications and assurances) are included and filled out correctly.

How does the Department decide who gets funded?

After the grant files are reviewed for completeness, the grant team takes the following actions:

- It develops a rank order list from the panel scores of each application. (The panel score is derived from averaging or normalizing the scores from each reviewer on the panel that reviewed a particular application).
- It establishes a cut-off point on the rank order list based on the congressional appropriations for the program.
- It performs a cost analysis on those applications that scored high enough on the list to be considered for funding. The cost analysis is performed to determine whether the proposed costs of an applicant's budget are allowable, allocable, and reasonable. The grant

team reviews the narratives and budgets to ensure the costs relate to the activities and objectives of the project. All unallowable and unallocable costs are deleted from the budget.

- It notes any questions about specific cost items the application does not address, including those related to insufficient justifications for claimed indirect costs;

- If it has any concerns about the application being considered for funding, it contacts the applicant to get more detailed information before a funding decision is made. The ***clarification contact*** generally takes the form of a phone call. If the grant team requires a written response from an applicant, the response should usually only address the specific item(s) needing clarification. A clarification contact does not mean that an applicant will be funded.

- Once it completes the cost analysis of those applications that ranked above the cut-off point on the list, it creates a formal list of the applicants that it recommends for funding and includes the recommended funding levels.

- It forwards the list of applicants and funding amounts to the ***Principal Officer*** of the program office or his/her designee, such as another program official, for approval. In some cases the grant team may even be authorized to approve the list.

- Once the list is approved, the grant team makes awards.

How do I learn that my application has been funded?

You may receive funding notification in several ways. For some programs, a grant team might simply send the official Grant Award Notification (GAN) to a grantee without any prior contact. For other programs, if there is a significant change to a proposal, a grant team member may contact the prospective grantee to make a ***funding offer*** before issuing the grant award. (The applicant can either accept or reject the changes and funding offer.) The grant team might also send letters to some applicants advising them that they are in a 'hold' funding status. While this group might not get funded, having ranked slightly lower than the funded group, they still have a chance of being funded if additional funds become available or if one or more of the funded applicants declines an offer of award.

The Department also sends notification letters to members of Congress from states where applicants being considered for funding are located. As a result, applicants sometimes receive news of the status of their application from their congressional delegations as well. The Department will also inform you if your application is not evaluated or selected for funding. You may request a written explanation of the Department's decision.

Keep in mind that your application is not funded until you have received the signed GAN. Your acceptance of the document obligates you and the Department to the requirements that apply to the grant.

The Department realizes that the earlier the GAN is received by a grantee, the sooner staff can be hired, students recruited, materials purchased, and general project operations can occur. The Department's goal is to make the award and to provide the notification in a timely manner.

Is an application always funded for the entire amount requested?

No. In some cases the reviewers or grant team might determine that certain proposed activities in the application are unnecessary and delete them and their associated costs from the award. In others, the grant team that performs the cost analysis might determine that the amounts requested for particular items are excessive and will reduce them. Funding levels might also be restricted based on the amount of funds appropriated for a particular Fiscal Year for a program and the number of applications to be funded.

What does it mean if my project has cost-sharing or matching requirements?

Some program legislation or regulations require that the grantee contribute some percentage of the total project costs during the ***budget period*** being funded. Be sure to read application materials carefully to learn if you are required to include cost-sharing contributions in your application budget. If there are any issues or discrepancies in your application regarding cost-sharing, the grant team reviewing your application will contact you to work them out, usually during the cost analysis phase of the award process.

What information does my Grant Award Notification contain?

The Department sends you in the mail your Grant Award Notification (GAN), signed by the authorized official. The GAN is the official document that states the terms, conditions, and amount of an award. The document is formatted into numbered blocks that provide information about the award, including administrative information, legislative and fiscal data, and names and phone numbers of project staff. For multi-year awards, the GAN also includes information on anticipated subsequent funding periods and their tentative levels of funding. The GAN will also contain attachments which spell out additional terms and conditions of the award and enclosures that give further guidance on administrative procedures (e.g., where to mail required reports). The attachments and enclosures contain important information about your award

and you are urged to pay particular attention to them as you read the GAN.

Two copies of the GAN are mailed to each grantee. One copy is sent to the certifying official, the authorized representative who signed the Application for Federal Education Assistance Form (ED 424) and other required forms. The second copy is sent to the project director.

What happens after I get my grant award?

Receiving your Grant Award Notification symbolizes the beginning of a partnership between your organization and the Department of Education. The partnership process focuses on establishing and cultivating relationships with all grantees to promote and ensure successful project outcomes. This partnership is characterized by frequent and on-going communications between a grantee and the grant team throughout the life of the project. Grantees are encouraged to use their program office as a resource in attaining their project's goals and to obtain and use the e-mail addresses of their grant team for maximum communication.

The ***Post-Award Performance Conference*** is generally the first step in developing this relationship. This initial one-time discussion takes place shortly after a new grant is awarded, but usually not later than 90 days after the award date. The main focus of the meeting is to establish a mutual understanding of the specific outcomes that are expected and to establish measures for assessing the project's progress and results. Information on project outcomes is needed to ensure that the project achieves the objectives as stated in the application. The post-award performance conference also clarifies and lays the groundwork for ***monitoring*** practices and on-going communication between grantees and the Department to ensure that a project's desired goals are achieved.

A conference can take many forms. It can be a face-to-face meeting, telephone discussion, workshop, electronic mail exchange, or notes sent via fax or mail. Furthermore, for some programs, the performance conference might involve entering into a performance agreement that specifies activities and milestones that is signed by both parties. It should be noted that grant teams do not conduct post-award performance conferences with all new grantees. Grant teams will generally schedule post-award performance conferences with those grantees with larger or more complex projects, such as grants in excess of $250,000 or research and development projects. Other grantees will be contacted in a reasonable amount of time after an award has been issued to discuss their project activities, expected outcomes, and project progress.

How do I actually get my grant funds?

Some grantees who have never received a grant from the Department or another federal agency might expect to receive a check for the grant amount with the Grant Award Notification. However, the Department has established a different procedure for paying out funds to grantees.

If you have not previously received a grant award from the Department, you will receive the *Department of Education's Payee's Guide* from the ***Financial Payments Group*** at about the same time that you receive the Grant Award Notification. This package contains information and instructions to follow after you receive the signed Grant Award Notification so that your organization can request funds through the Department's ***Grant Administration and Payment System (GAPS)***.

If you have received a grant from the Department and already established the necessary grant accounts, you will not receive the financial information package.

Instead, you will receive the Grant Award Notification only, which will include an attachment that gives the latest payment request information.

Grantees get their grant funds by making a request through GAPS, which is accessed via the Internet. Organizations that do not have Internet access can request funds by telephone to the Department of Education's service bureau. The service bureau enters the request into GAPS for the grantee. Grantees withdraw funds for each separate grant award by PR/Award number. Once a request for payment has been made and is validated, funds are transmitted for deposit into the designated account at the grantee's financial institution. The frequency and amount of withdrawals is based on the grantee's needs. However, requests for payments must be limited to the amounts actually needed and be timed in accordance with the immediate cash requirements of the grantee in carrying out the project.

Once a request for grant funds has been made through GAPS, the Department pays a grantee using one of two methods:

1) Automated Clearing House/Electronic Funds Transfer (ACH/EFT); or,

2) FEDWIRE-Electronic Funds Transfer.

How long does it take to get my grant funds?

With the ACH/EFT method, funds are deposited in your bank account approximately three days after you have sent a payment request. With the FEDWIRE method, approved payments are transferred electronically the next day.

How do I get funds after the first year if my organization receives a multi-year award?

To receive funds after the initial year of a multi-year award, grantees must submit a performance report which gives their grant team up-to-date information on their project's progress (a special performance report form is provided by the grant team). Grant teams use the information in the performance report in conjunction with the project's objectives to evaluate a grantee's progress. The annual performance report should also specify any changes that need to be made to the project for the upcoming funding period. Before a ***continuation grant award*** is issued, the grant team reviews the performance report to determine whether a grantee has made ***substantial progress*** in reaching the objectives of the project. Once substantial progress has been determined, the grant team issues a continuation grant award. Grantees generally receive their Grant Award Notifications within four to six weeks after submitting their performance reports to the Department

Grantees are urged to contact their grant team as often as necessary to ensure that substantial progress is made during the funding period. Grant teams stand ready to answer questions, provide technical assistance, and help you better understand federal requirements and procedures to ensure that you achieve the goals of your project.

6 Doing It Right

Grantees often ask what is required for them to do their projects 'right.' In fact, there is more than one answer to that question since a grant project is really a combination of different efforts: performing the substantive activities related to the project's professional discipline or field of endeavor, managing the personnel and the other administrative aspects of a project, learning and following the various requirements of law and regulation that govern federally funded projects, and undertaking the whole project within the framework of the organization that has received the grant and is sponsoring the project activities. This section presents some of the most frequently asked questions grantees have about trying to do it 'right.' As your project progresses, you will undoubtedly think of others.

What responsibilities do I have under a discretionary grant or cooperative agreement?

You have the following major responsibilities when undertaking a project funded by the Department of Education:

- performing the work promised in the application;
- exercising proper stewardship of federal funds;
- complying with all legal and regulatory requirements;
- demonstrating and/or measuring progress towards achievement of project goals; and
- reporting all required information to the Department

In addition, each award for a discretionary grant or cooperative agreement imposes specific responsibilities on a grantee, depending on the program from which you receive funding.

What must I do if I need to change some part of my project from the original application?

If you need to alter some portion of your project's activities, the first step is to determine whether or not the planned change requires prior approval. Many changes do NOT require the prior approval of the grant team. Recent amendments to EDGAR have given grantees greater flexibility in managing their projects and have reduced the need for prior written

approval from the Department. Known as the 'expanded authorities' regulations, these amendments to Part 75 of EDGAR renew the Department's emphasis on partnership with grantees by giving them more autonomy in carrying out the activities of their projects. The new provisions permit grantees to undertake the following administrative actions without seeking prior approval from their grant team although, in some cases, a routine notification to the Department might still be required:

- extend the grant at the end of the ***project period*** for a period of up to one year;
- carry funds over from one budget period to the next;
- obligate funds up to 90 days before the effective date of the grant award; and
- transfer funds among budget line items. Grantees are urged to contact their grant team to get full details of the requirements.

The amendments significantly reduce regulatory and administrative burdens and give grantees more flexibility in planning and implementing program activities, provided that all administrative actions are consistent with the approved goals and objectives for the project, the program regulations, EDGAR, and OMB cost principles. If you are still not certain whether prior approval is required after reading the regulations, contact the grant team member shown on your Grant Award Notification for technical assistance.

It is the goal of the Department to reduce the paperwork burden on grantees, including those related to administrative actions, to the full extent allowable. However, if prior approval is required, you need to send your request by e-mail, fax, or regular mail to your grant team. Changes that require prior approval might take up to 30 days to process. The grant team will provide a written statement regarding the approval or

disapproval of your request. Grantees are urged to use electronic communications such as e-mail and faxes as much as possible to expedite processing of their requests.

What can I do to help my request for a change get processed more quickly?

You can take a number of steps that greatly add to the speed with which grant teams can process your request for a change to a project. Although most of them seem minor, multiplied over thousands of grants, such small items add up to great gains in efficiency and help the grant team and your project's staff to work together more effectively. For example:

- **Always use your PR/Award number**. Also called your 'grant number,' this number gives the grant team a great deal of information. We recommend you even put it on the outside of your envelopes so that, in the event your grant is reassigned to another staff person, your correspondence can be properly redirected before we even open the envelope. The PR/Award number is the only quick and accurate way we have to access your official file or your records in our data system. **Always have it handy and leave it with any phone message as well.**

- **Always check your computations in budgets more than once**. We recommend that you ask others on your staff to proof the math portions of your application and any other materials associated with your grant that you send to your grant team. Computation errors are one of the biggest causes of delays in processing requests.

- **Read carefully the attachments and enclosures that came with your Grant Award Notification**. The attachments and enclosures sent with your Grant Award Notification contain important information that can simplify the administration of your grant in regards to receiving payment, sending required reports, and following special terms and conditions.

- **When in doubt, ask.** If you are not sure about something, do not hesitate to contact a grant team member assigned to your grant. That person is here to give technical assistance and to help you understand grant regulations and the award documents. Their guidance can ensure that your documents are complete the first time so you can avoid unnecessary paperwork.

What are OMB Circulars? Do they apply to my grant award?

The Office of Management and Budget, in the Executive Office of the President, issues ***OMB Circulars***. OMB Circulars are guidance for federal departments and agencies on a variety of topics. Some circulars establish federal policy on matters of grant administration. It is important for you to remember that OMB circulars apply to Department of Education grant awards only when the Department adopts them in regulations that specifically govern the Department. (Information about obtaining OMB circulars is given in the section, 'Other Information,' which begins after the 'Glossary' section of this booklet.)

How do I make sure that I am complying with the regulations that apply to my award?

Carrying out your project in a way that is consistent with the requirements of federal regulations is a process that begins before you even receive a Grant Award Notification. It begins with the application process. You should make yourself very familiar with the program regulations when you are filling out the required forms and preparing your application for submission to the Department. You can find these regulations in the application materials that the Department originally sent to you. As time passes, we encourage you to develop the same knowledge of the administrative regulations found in the copy of the EDGAR book mailed to you with your Grant Award Notification. EDGAR is also available on the Department's Web site. The table of contents at the beginning of each part of these regulations helps you locate the area(s) of interest to you.

If you still have questions after reading through the regulations, call the grant team member whose telephone number appears on your Grant Award Notification under the line that reads 'Education Program Contact.' If that person is not available, you can talk with the authorized official who signed your Grant Award Notification.

Do grant team members visit my project?

There is no way to predict exactly which grantees will receive a site visit from the Department. However, since the Department has limited resources for travel and makes almost 8,000 awards for discretionary grants and cooperative agreements each fiscal year, the likelihood that any particular grantee will receive a site visit in any given year is very small.

There also seems to be some misunderstanding among grantees that the Department chooses only 'troubled' projects for site visits. Nothing could be further from the truth! Ideally, the Department seeks to make site visits to a representative sampling of grantees and projects across programs.

There are numerous reasons for a site visit to a grantee's location, most of them favorable. Grantees should view site visits as unique occasions which present an opportunity for staff members from the Department and project staff members to get to know one another better. Site visits permit the grantee to present information to the grant team about the project in greater depth and detail.

What do I need to do to prepare for a site visit?

Since the requirements and procedures of each program office vary, you should contact the grant team member assigned to your project for guidance on preparing for an announced site visit.

7 Wrapping It Up

Finishing project activities by the end of a budget or project period is only half the story of a grant project. The other half is telling the sponsoring agency—in this case, the Department of Education—about it. You should put as much care into timely, accurate, and comprehensive reporting of activities you undertake as you put into planning those same activities when writing the application. Your reporting, in turn, becomes the basis for the grant team's evaluation of the effectiveness of its programs, as well as its own reporting to Congress, the General Accounting Office, and the public. This section answers some frequently asked questions about the required reports and points you toward staff members in the Department who can help you complete them.

What happens after the project has ended?

The grant team begins steps to officially close out a grant after the expiration or termination of grant support (i.e., usually after the end of the project period). During ***grant closeout***, the Department makes sure that all applicable administrative actions, as well as the required work of a grant project, have been completed and that all federal funds have been properly accounted for.

What is my role in this process? What responsibilities do I have after the project has ended?

Grantees are responsible for preparing a FINAL ***Performance Report*** after the project has ended. (Cooperative agreements might require additional items as well.) The Department requires that all grantees send this final report within 90 days after the end of the project period. Attachment B of the Grant Award Notification provides details about the report that must be submitted under your program. Be sure that you always provide complete and accurate information in the report and include the PR/Award number of your project.

What happens if I cannot send my final report by the due date because I have not finished the work of the project?

If you have not completed the work of your project, you may extend the project period for up to twelve months by notifying your grant team of the extension at least 10 days before the expiration date specified in the grant award. While extending your grant does not require prior approval by the grant team, you must still clearly justify your reasons for extending the project period and demonstrate that: 1) a statute, regulation, or other condition of the award does not prohibit the extension; 2) the extension does not involve the ***obligation*** of additional federal funds; and 3) the extension is to carry out the activities in the approved application. The final reports must be submitted 90 days after the end of the newly specified grant expiration date.

What happens if I have completed the work of the project but cannot send my final report by the due date for some other valid reason?

The grant team might extend the due date for your final report or other required documents if you send a request in writing with a strong justification of the need to do so.

How do I get help completing my report?

Your grant team can give you guidance on the content and format for the performance report(s) you are required to send.

Where do I send my report and how many do I need to send?

Grantees should send one original and one copy of the final performance report to the Department unless told otherwise by the grant team. Refer to the attachments and enclosures with your Grant Award Notification for the address where you must send your report (or other required documents). **Always write your PR/Award number on all documents.**

What happens if I do not send the Department required reports?

Not sending reports or other required documents can place your organization in noncompliance with the terms and conditions of the grant award. Noncompliance jeopardizes your chance for future funding from the Department. Therefore, it is critical that you send all your reports by the due dates to the proper persons.

Do I have to keep any records related to my grant project after the Department closes out my grant?

Yes, almost all of the Department's programs fall under the record retention provisions of the General Education Provisions Act (GEPA), which require you to maintain grant records for three years after the completion of the activities for which grant funds were used (usually interpreted by the Department as **three years after the end date of the project period**). Your grant team can answer any questions you have about record retention.

8 Just One More Thing

The project activities are finished, the Department has received all the required reports, and the records of your project are safely stored away for the next few years. That just about takes care of everything, right? Not quite. During the life of a grant project, you will most likely be required to get an independent audit of your project and its expenditures and to send a copy of the audit report to the Department for its review. In some instances, the Department conducts its own audit of your grant project after the end of the project period. This is one reason that it is important that you observe and follow the record retention requirements.

What are the audit requirements related to my grant?

The audit requirements of EDGAR, set forth in *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, implement the Single Audit Act Amendments of 1996. The Circular provides uniform requirements for all grantees—state and local governments (including Indian tribal governments), colleges and universities, hospitals and other non-profit organizations. Under these requirements, grantees that expend more than $300,000 annually in federal awards must have a single audit performed at least every two years.

It is important to remember that there are two types of audits for discretionary grant projects. The first type is the one your organization arranges to have done by independent auditors in response to requirements of OMB Circular A-133. Generally, OMB Circular A-133 audits look at expenditures of federal funds across an entire organization instead of specific costs of individual grants. The second type is an audit for fiscal and program compliance done by the Department's Office of Inspector General (OIG). Audits conducted by OIG occur less frequently than A-133 audits and not every grantee receives one. The ***Office of the Chief***

Financial and Chief Information Officer (OCF&CIO) is the office in the Department that reviews A-133 audit reports. OIG audits are most often triggered by serious ***audit findings*** identified during an OCF&CIO review of the A-133 audit reports.

You must send copies of your audit reports to the address given in the attachments that accompany your Grant Award Notification.

What happens if the Office of Inspector General selects my project for an audit?

The OIG audit follows several specific steps, which include an entrance conference, survey, fieldwork, exit conference, draft audit report, and final audit report. The entrance conference is held to explain the purpose of the audit, establish working arrangements, obtain copies of necessary documents from your organization, and answer any questions you may have.

During the survey phase, OIG auditors gather from you general information on your organization. In the third phase, fieldwork, auditors study specific activities or operations and examine pertinent documents, records, and procedures.

The exit conference takes place before the OIG issues its draft report. The exit conference gives your organization an opportunity to comment on OIG findings and provide additional information before the draft report is issued.

The draft report presents the preliminary OIG findings and recommendations. You will have 30 days to respond to the findings in a draft report. Your comments will be included as an attachment to the final report. The final report gives the name of an official in the Department who is responsible for resolving the issues discussed in the report. Sometimes, the final report will ask you to offer comments on that version in 30 days as well.

What happens if the audit determines certain costs or activities are unallowable?

Sometimes an audit reveals information about deficiencies or weaknesses in activities carried out under a grant. Whether they are monetary or non-monetary concerns, such items are called audit findings. Sometimes this information is related to expenditures for items or services that the Department determines are not allowed by ED (or other federal) regulations. If this happens, the Department takes steps to recover the money from the grantee, starting with the ***audit resolution process***. The Department's ***Audit Resolution Specialist*** assigned to your audit conducts an objective review of the auditor's findings and recommendations. You may be asked to provide further information in addition to your initial response to the audit.

The audit resolution process is designed both to protect the Department's interests in Department-funded programs and activities and to be fair to its grantees. An authorized management official in the Department writes a ***Program Determination Letter (PDL)***, notifying you of management's decisions on the auditor's findings and recommendations. If there are audit findings, the letter will indicate the corrective action you are asked to take and/or the amount you are required to repay. Detailed instructions regarding the method of repayment accompany repayment requests.

Can I appeal the Department's decision that I must repay money?

The Program Determination Letter will include any information on appeal procedures that might be available to you. You need to adhere to these procedures carefully, particularly with respect to the deadline for submitting an appeal.

Glossary

Administrative regulations. Regulations that implement 1) guidance from OMB contained in circulars that apply to the administration of all federal grants and cooperative agreements, 2) Presidential Executive Orders (where regulation is necessary), and 3) legislation that affects all applicants for or recipients of federal grants and cooperative agreements; see also *EDGAR* (defined below).

Application Control Center. The administrative unit of the Department of Education [in the Office of the Chief Financial and Chief Information Officer (defined below)] that is officially authorized to receive applications for discretionary grants and cooperative agreements.

Application for Federal Education Assistance or ED 424. The grant application form, sometimes referred to as the application 'cover page,' used by the Department of Education, beginning in 1998. This form replaces the SF 424, formerly used by the Department.

Application notice. A notice published in the *Federal Register* (defined below) that invites applications for one or more discretionary grant or cooperative agreement competitions, gives basic program and fiscal information on each competition, informs potential applicants when and where they can obtain applications, and cites the deadline date (defined below), for a particular competition.

Application package. A package that contains the application notice for one or more programs, and all the information and forms needed to apply for a discretionary grant or cooperative agreement.

Appropriations legislation. A law passed by the Congress to provide a certain level of funding for a grant program in a given year.

Assurances. A listing of a variety of requirements, found in different federal laws, regulations, and executive orders, that applicants agree in writing to observe as a condition of receiving federal assistance.

Audit finding. A conclusion about a monetary or non-monetary matter related to an auditor's examination of an organization, program, activity, or function, which frequently identifies problems and provides recommendations for corrective action in order to prevent their future recurrence.

Audit resolution process. The process by which the Department determines whether costs in an audit report are actually allowable or unallowable. If costs are identified as being unallowable, the Department initiates action to have grantees return unallowable expenditures.

Audit Resolution Specialist. The Department staff member who reviews audit reports of grantees and develops the proposed recommendations for settling cases of expenditures not allowed under discretionary grants or cooperative agreements. The recommendations become the basis for decisions issued in the Program Determination Letter (defined below).

Authorizing legislation. A law passed by the Congress that establishes or continues a grant program.

Budget period. An interval of time into which a project period is divided for budgetary purposes, usually twelve months.

Catalog of Federal Domestic Assistance. Publication and database produced by the General Services Administration that lists the domestic assistance programs of all federal agencies and gives information about a program's authorization, fiscal details, accomplishments, regulations, guidelines, eligibility requirements, information contacts, and application and award process; also called the CFDA.

Certification. A statement, signed by an applicant or grantee as a prerequisite for receiving federal funds, that it 1) meets or will adhere to certain conditions and/or 2) will undertake or not undertake certain actions.

CFDA number. Identifying number for a federal assistance program, composed of a unique two-digit prefix to identify the federal agency ('84' for the Department of Education), followed by a period and a unique three-digit code for each authorized program.

Clarification contact. Contact with an applicant by a grant team member before the Department makes a funding decision in order to obtain more detailed information about programmatic and/or budgetary items in an application.

Code of Federal Regulations (CFR). Compilation of all final regulations issued by federal agencies and published annually by the National Archives and Records Administration; divided into numbered 'Titles'; Title 34 contains the regulations of the Department of Education.

Combined Application Notice (CAN). A notice published by the Department in the *Federal Register* that identifies programs and competitions under which the Secretary has invited, or plans to invite, applications for new awards for a particular Fiscal Year. The notice provides the actual or estimated information on the following: 1) the date the competition will be announced in the *Federal Register*; 2) the date application packages will be available; 3) the application deadline date; 4) the deadline for Intergovernmental Review; 5) the range of awards; 6) the average size of awards; and 7) the number of awards. The CAN also provides a contact name and phone number to get further information.

Competitive review process. The process used by the Department of Education to select discretionary grant and cooperative agreement applications for funding, in which applications are scored by subject-area experts and the most highly scored applications are considered for funding.

Continuation grant. Additional funding awarded for budget periods following the initial budget period of a multi-year discretionary grant or cooperative agreement.

Cooperative agreement. A type of federal assistance; essentially, a variation of a **discretionary grant** (defined below), awarded by the Department when it anticipates having substantial involvement with the grantee during the performance of a funded project.

Deadline date. The date by which an applicant must mail a discretionary grant or cooperative agreement application for it to be considered for funding by the Department. Under some competitions, the Department requires that the application be received by the deadline date.

Discretionary grant. An award of financial assistance in the form of money, or property in lieu of money, by the federal government to an eligible grantee, usually made on the basis of a competitive review process.

Discretionary Grant Team (Grant Team). A group of ED staff members in a program office responsible for all phases of the grants process including the review, award, administration, and closeout of discretionary grants. Grant teams work in partnership with grantees by providing guidance and technical assistance to ensure successful project outcomes.

ED. The acronym for the U.S. Department of Education (i.e., Education Department).

EDGAR (Education Department General Administrative Regulations). Admin-

istrative regulations governing the Department's discretionary grant and cooperative agreement programs found in Parts 74, 75, 76, 77, 79, 80, 81, 82, 85, and 86 of Title 34 of the CFR (defined above); a document issued by the Department that contains a reprint of these regulations.

Federal Register. A daily compilation of federal regulations and legal notices, presidential proclamations and executive orders, federal agency documents having general applicability and legal effect, documents required to be published by act of Congress, and other federal agency documents of public interest; prepared by the National Archives and Records Administration for public distribution by the Government Printing Office; publication of record for ED regulations.

Financial Payments Group. The administrative unit of the Department of Education that makes payments of federal funds to grantees of discretionary grants and cooperative agreements.

Formula Grant. A grant that the Department is directed by Congress to make to grantees, for which the amount is established by a formula based on certain criteria that are written into the legislation and program regulations; directly awarded and administered in the Department's program offices.

Funding Offer. An instance when the Department proposes to a successful applicant, either, orally or in writing, a level of funding less than the applicant request. Occurs when the Department either 1) does not accept certain items of cost in the applicant's original budget or 2) does not have a sufficient level of program appropriations to fund all recommended projects at the requested level.

Funding priorities. A means of focusing a competition on the areas in which the Secretary is particularly interested in receiving applications. Priorities take the form of specific kinds of activities that applicants are asked to include in an application. There are *Absolute Priorities,* which the applicant must address in order to be considered for funding; *Competitive Priorities*, which the applicant has the option of choosing whether or not to address and for which they may receive additional points, and; *Invitational Priorities*, which the applicant is encouraged but not required to address. Applications addressing invitational priorities receive no competitive or absolute preference over applications that do not meet the priority.

Grant Administration and Payment System (GAPS). A financial subsystem that is part of the Department's larger Education Central Automated Processing System (EDCAPS). GAPS provides on-line capabilities for grant recipients to request payments and access their account to obtain their most current payment information.

Grant application reviewer (reviewer). An individual who serves the Department by reviewing new discretionary grant and cooperative agreement applications; also referred to as 'field reader' or 'peer reviewer.'

Grantee. An individual or organization that has been awarded financial assistance under one of the Department's discretionary grant programs.

Grant Award Notification (GAN). Official document signed by the authorized official stating the amount and the terms and conditions of an award for a discretionary grant or cooperative agreement.

Grant closeout. The final step in the lifecycle of a discretionary grant or cooperative agreement. During this phase, the Department ensures that all applicable administrative actions and required work of a discretionary grant or cooperative agreement have been completed by the grantee. The Department also reconciles and/or makes any final fiscal adjustments to a grantee's account in GAPS.

Grant programs. For the purposes of this booklet, programs of discretionary grants and/or cooperative agreements administered by the Department of Education.

Grants Policy and Oversight Staff (GPOS). A component within the Office of the Chief Financial and Chief Information Officer responsible for policy development and oversight of the grants process at the Department. GPOS provides technical assistance to the program offices regarding discretionary grant planning, award, administration, and closeout; also responsible for maintaining *EDGAR*.

Indirect costs. Costs of an organization incurred for common or joint objectives, which cannot be readily and specifically identified with a particular grant project or other institutional activity.

Indirect cost rate. A percentage established by a federal department or agency for a grantee organization, which the grantee uses in computing the dollar amount it charges to the grant to reimburse itself for indirect costs incurred in doing the work of the grant project.

Monitoring. Activities undertaken by ED staff members to review and evaluate specific aspects of a grantee's activities under a discretionary grant or cooperative agreement; they include 1) measuring a grantee's performance, 2) assessing a grantee's adherence to applicable laws, regulations, and the terms and conditions of the award, 3) providing technical assistance to grantees, and 4) assessing whether a grantee has made substantial progress.

Notice of proposed rulemaking. An announcement published in the *Federal Register* of proposed new regulations or modifications to existing regulations; the first stage in the process of creating or modifying regulations.

Obligation. An entry made by a member of a discretionary grant team in the Department's automated accounting system that authorizes the Financial Payments Group to make payments of federal grant funds to a grantee.

Office of the Chief Financial and Chief Information Officer. An organizational unit in the Department whose primary responsibility is serving as the principal advisor to the Secretary of Education on all matters related to discretionary grant-making, cooperative agreements, and procurement, as well as financial management, financial control, and accounting.

Office of Management and Budget (OMB). A branch of the Executive Office of the President. OMB helps the President formulate his spending plans, evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB ensures that agency reports, rules, testimony, and proposed legislation are consistent with the President's budget and with Administration policies.

In addition, OMB oversees and coordinates the Administration's procurement, financial management, information, and regulatory policies. In each of these areas, OMB's role is to help improve administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.

OMB Circulars. Administrative policy documents issued by OMB that give instruction to federal agencies on a variety of topics, including the administration of federal grants and cooperative agreements.

Performance report. A report of the specific activities the recipient of a discretionary grant or cooperative agreement has performed during the budget or project period.

Post-award performance conference. The first major discussion between the Department and some grantees after a new award has been made. The conference generally focuses on the proposed project outcomes as stated in the grantee's approved application, and on the ways in which project progress will be assessed.

Principal office. For the purposes of this booklet, one of six organizational units of the Department responsible for administering programs that award discretionary

grants and cooperative agreements: Office of Bilingual Education and Minority Languages Affairs (OBEMLA); Office of Educational Research and Improvement (OERI); Office of Elementary and Secondary Education (OESE); Office of Postsecondary Education (OPE); Office of Special Education and Rehabilitative Services (OSERS); and Office of Vocational and Adult Education (OVAE).

Principal Officer. The Department official who is head of one of the six Principal Offices listed above; holds the rank of assistant secretary or its equivalent.

Program Determination Letter (PDL). An official written notice from an authorized Department of Education management official to an audited grantee that sets forth the Department's decision on findings in an audit report, including all necessary actions and repayment of funds for which the grantee is responsible.

Program Office. A sub-unit of a Principal Office that conducts the daily work of administering the Department's discretionary grant and cooperative agreement programs, including the review and ranking of applications.

Program regulations. Regulations that implement legislation passed by Congress to authorize a specific grant program; they include applicant and participant eligibility criteria, nature of activities funded, allowability of certain costs, selection criteria under which applications will be selected for funding, and other relevant information.

Project period. The total amount of time (sometimes several years) during which the Department authorizes a grantee to complete the approved work of the project described in the application; project periods of more than one year are divided into budget periods. Sometimes referred to as 'performance period.'

PR/Award number. The identifying number for a discretionary grant or cooperative agreement award, composed of seven parts (e.g., H029A951234-95C):

1. Principal Office designator (H)
2. CFDA numeric suffix of the program (029)
3. Alphabetic sub-program identifier (A)
4. Last digit of the fiscal year of the competition (95)
5. Unique application identifier (1234)
6. Fiscal year of the funding (95)
7. Sequential order of the most recent funding action in a fiscal year (C)

The first five parts remain the same throughout the life of the project period while the last two parts change by budget period.

Regulations. For purposes of this booklet, federal rules of general applicability that are authorized by federal laws or other federal authority and contained in the CFR.

Student financial assistance. ED funding in support of undergraduate or graduate students attending colleges, universities, and other postsecondary institutions that meet the Department's eligibility requirements; provided by Student Financial Assistance Programs in the Department's Office of Postsecondary Education and administered separately from the Department's discretionary grant and cooperative agreement programs; sometimes referred to as 'student aid.'

Substantial progress. A level of achievement that a grantee must make in its project during a specified period of time (e.g., budget period, performance period), which produces measurable and verifiable evidence that the activities undertaken have attained a preponderance of project goals and objectives during the period.

Other Information

1. U.S. Department of Education

General Information

To get more information about any aspect of the Department, its structure, or its program, or to get answers to questions not answered by this booklet, contact:

(800) USA-LEARN (1-800-872-5327)

Guide to U.S. Department of Education Programs

A copy of the *Guide* can be obtained from the Department's Web site under the "Programs and Services" link at www.ed.gov.

Internet

Those with access to the Internet can tap a rich collection of education-related information at the U.S. Department of Education's Web site. The site includes such things as statistical information, research findings and syntheses, full-text publications, directories of effective programs, and other similar data. Visit ED's Web site at the following Internet address: www.ed.gov

(NOTE: The Department does NOT offer a public-access WWW client. You cannot access the server through Telnet sessions with the Department's site. You must have an appropriate web browser, such as Netscape Navigator or Microsoft Explorer at your site or be able to Telnet to a public access client elsewhere.)

You can send suggestions and/or questions about the content of our Web site to our Webmaster at the following e-mail address:

inetmgr@inet.ed.gov

2. Catalog of Federal Domestic Assistance (CFDA)

The Catalog of Federal Domestic Assistance gives comprehensive information on grants and other forms of assistance available from programs across the whole federal government. In addition, it provides a wealth of information on such topics as the organizational structure of federal agencies and grant proposal writing. The catalog is sent to a number of distribution points, including U.S. Government Depository Libraries in each state, Federal Executive Boards in major metropolitan areas, and offices of state and local governments. It is often available in the reference sections of major libraries as well. You can also purchase a subscription directly from the Government Printing Office. For further information, please contact:

Superintendent of Documents
Attn: New Orders
Box 371954
Pittsburgh, PA 15250-7954

or any of the U.S. Government Bookstores located in major cities throughout the nation (see 9., below).

The Catalog of Federal Domestic Assistance can be accessed on-line at the following Internet address:

http://www.gsa.gov/fdac/

Data on catalog programs can also be searched through the Federal Assistance Programs Retrieval System (FAPRS), a computerized question-answer system designed to provide rapid access to information in the catalog via key-word and criteria searches. States have designated access points where you may request a search of FAPRS. Catalog data may also be purchased on floppy diskettes (or magnetic tape) for use at local sites. For further information on FAPRS, designated access points, or purchasing the catalog in data format, please contact:

Federal Domestic Assistance Catalog Staff
(WKU)
General Services Administration
Ground Floor, Reporters Building
300 7th Street, SW
Washington, DC 20407
Telephone: (202) 708-5126
Toll-Free Answering Service: 1-800-669-8331

3. Federal Register

The *Federal Register* is published daily, Monday through Friday, and provides a uniform system for making available to the public regulations and legal notices issued by federal agencies. The Government Printing Office distributes paper, 24x microfiche, and on-line versions to U.S. Government Depository Libraries (see 8., below). It is often available in the reference sections of other major libraries as well. You can also purchase your own paper or microfiche subscription. For further information, contact:

Superintendent of Documents
Attn: New Orders
Box 371954
Pittsburgh, PA 15250-7954

or any of the U.S. Government Bookstores located in major cities throughout the nation (see 9., below).
Telephone orders can be made with a credit card by dialing:

(202) 512-1800 (voice)
(202) 512-2250 (fax)
(202) 512-2265 (TDD)

The *Federal Register* is also available as an on-line database. Public access is available in the following ways:

Telnet to SWAIS.ACCESS.GPO.GOV, login as guest (no password required)
Use a modem to dial (202) 512-1661, type swais, login as guest (no password required)
Reach the database via the World Wide Web:

http://www.access.gpo.gov/su_docs/

Dial (202) 512-1530 (voice) for information and assistance with on-line services

Other questions about the *Federal Register* can be directed to their customer service line on (202) 523-5227.

4. Code of Federal Regulations

The Government Printing Office distributes the CFR to each U.S. Government Depository Library (see 8., below). The Code is often available in the reference sections of major libraries as well. You can also purchase volumes directly from the Government Printing Office. For further information please contact:

Superintendent of Documents
Attn: New Orders
Box 371954
Pittsburgh, PA 15250-7954

or any of the U.S. Government Bookstores located in major cities throughout the nation (see 9., below).

Telephone orders can be made with a credit card by dialing:

(202) 512-1800 (voice)
(202) 512-2250 (fax)
(202) 512-2265 (TDD)

The Code of Federal Regulations can be accessed on-line at the following Internet address:

http://www.access.gpo.gov/nara/cfr/index.html

5. Federal legislation

You can obtain copies of pending and enacted federal legislation by contacting the Senate or House of Representatives at the following numbers:

Senate Document Room: (202) 224-7701
House Document Room: (202) 226-5200

(NOTE: You MUST know the bill or law number in order to ask for copies of legislation.)

For further information about ordering other congressional documents, contact the Government Printing Office on (202) 512-1800.

Legislative information is also available on-line at the following Internet address:

http://thomas.loc.gov

6. Education Department General Administrative Regulations (EDGAR)

EDGAR is composed of Parts 74-86 of Title 34 of the CFR (see 4., above). Since it is designed primarily for the benefit of recipients of discretionary grants and cooperative agreements, the Department provides copies, as a matter of practice, only to those who have already received an award. If you are a grantee who did not receive a copy with your award package, you may ask for one by contacting the grant team member named on your Grant Award Notification. An electronic version of EDGAR can be downloaded from ED's Web site at www.ed.gov.

7. Office of Management and Budget (OMB) Circulars

To order OMB circulars by telephone, call (202) 395-7332. You can send written requests to:

Office of Management and Budget
EOP Publications
Room 2200, NEOB
725 17th Street, NW
Washington, DC 20503

You MUST know the number of the circular that you wish to receive.
Or, you can obtain OMB Circulars from OMB's Web site at:

http//www.whitehouse.gov/WH/EOP/OMB/html/ombhome.html

8. U.S. Government Depository Libraries

U.S. Government Depository Libraries are found in each state and act as official repositories for federal documents, such as some of those mentioned in this booklet. To obtain the location of the libraries in your state, you can get a free copy of *The Federal Depository Library Directory* by calling the number below:

(202) 512-1119 (voice)
(202) 512-1432 (fax)

To get a listing within specific area codes call: U.S. Fax Watch (Automated fax on demand system)

(202) 512-1716

Those with Internet access can get a listing of libraries at the following location:

www.access.gpo.gov\su_docs\dpos\adpos003.html

or request the directory via E-mail:

smcgarr@gpo.gov

9. U.S. Government Bookstores

In addition to buying publications directly from the Government Printing Office, you can find them at any of the 24 regional U.S. Government Bookstores throughout the nation. Bookstores are located in the following cities:

Atlanta, GA	Dallas, TX	Laurel, MD	Portland, OR
Birmingham, AL	Denver, CO	Los Angeles, CA	Pueblo, CO
Boston, MA	Detroit, MI	Milwaukee, WI	San Francisco, CA
Chicago, IL	Houston, TX	New York, NY	Seattle, WA
Cleveland, OH	Jacksonville, FL	Philadelphia, PA	Washington, DC
Columbus, OH	Kansas City, MO	Pittsburgh, PA	

A complete listing of bookstore locations, hours of operation, and phone numbers can be found at the following Internet address:

http://www.access.gpo.gov/su_docs/sale/abkst001.html.

10. Federal Information Center

The Federal Information Center provides a wealth of information about the operations and offerings of the federal government, including telephone contact numbers that you can dial to get grant-related information from other federal departments and agencies. You can contact the Federal Information Center between 9:00 a.m. and 8:00 p.m. (eastern time) at:

1-800-688-9889 (voice)
1-800-326-2996 (for TDD/TTY users)
http://fic.info.gov/ (Internet)

11. Miscellaneous sources of information

National Grants Management Association (NGMA)

NGMA is a private membership organization of representatives of federal and state grantor entities, non-governmental organizations, college and university officials, and other persons responsible for administering assistance programs. The organization provides monthly and annual training conferences in the Washington, DC area and publishes a semi-annual journal and a quarterly newsletter. Membership is available by paying annual dues. For further information, contact:

NGMA
P.O. Box 5333
Rockville, Maryland 20848-5333
(301) 871-0730

The Foundation Center

The Foundation Center provides information about non-federal sources of funding. In addition to its publications and extensive collection of materials at its several locations in the U.S., the Center also offers an Associates Program and a Cooperating Collections Program at numerous sites throughout the nation. You can obtain more information by contacting the Center's headquarters at:

The Foundation Center
79 Fifth Avenue, Dept. JG
New York, NY 10003-3076

(212) 620-4230
http://www.fdncenter.org (Internet)

13. Internet Directory

Below is a compilation of Internet sites mentioned in this booklet.

Catalog of Federal Domestic Assistance
www.gsa.gov/fdac/

Code of Federal Regulations
www.access.gpo.gov/nara/cfr/index.html

Education Department General Administrative Regulations
www.ed.gov/funding.html

Federal Information Center
http://fic.info.gov/

Federal Legislation
http://thomas.loc.gov

Federal Register
www.access.gpo.gov/su_docs/aces/aces140.html

OMB Circulars
www.whitehouse.gov/WH/EOP/OMB/html/ombhome.html

Protection of Human Subjects in Research
http://ocfo.ed.gov/humansub.html

The Foundation Center
www.fdncenter.org

U.S. Department of Education
www.ed.gov

U.S. Government Bookstores
www.access.gpo.gov/su_docs/sale/abkst001.html

U.S. Government Depository Libraries
www.access.gpo.gov/su_docs/dpos/adpos003.html

U.S. Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

1 RECIPIENT NAME:

Twelve University
School of Chemistry
12 University Drive
Waipahu, HI 96701

2 PROJECT TITLE

84.001A

DRUG AND ALCOHOL ABUSE EDUCATION AND PREVENTION

3 PROJECT STAFF

RECIPIENT PROJECT DIRECTOR
Karen Fitzgerald (555) 876 - 7894

EDUCATION PROGRAM CONTACT
Mary Jean LeTendre (202) 328 - 9278

EDUCATION PAYMENT CONTACT
John F. Gard (202) 401 - 5432

4 KEY PERSONNEL

NAME	TITLE	LEVEL OF EFFORT
sherry - macias	training project director	80%

5 AWARD INFORMATION

PR/AWARD NUMBER S001A970182
ACTION NUMBER 01
ACTION TYPE New
AWARD TYPE Discretionary

6 AWARD PERIODS

BUDGET PERIOD 09/01/1997 - 08/31/1998
PERFORMANCE PERIOD 09/01/1997 - 08/31/2000

FUTURE BUDGET PERIODS

BUDGET PERIOD	DATE	AMOUNT
02	09/01/1998 - 08/31/1999	$142,000.00
03	09/01/1999 - 08/31/2000	$142,000.00

7 AUTHORIZED FUNDING

THIS ACTION	$142,000.00
BUDGET PERIOD	$142,000.00
PERFORMANCE PERIOD	$142,000.00
RECIPIENT COST-SHARE	10.13%
RECIPIENT NON-FEDERAL AMOUNT	$16,000.00

8 ADMINISTRATIVE INFORMATION

DUNS/SSN 100000012
REGULATIONS CFR PART 200
EDGAR AS APPLICABLE
ATTACHMENTS Attach A
Attach C
Attach S
Attach Z

9 LEGISLATIVE AND FISCAL DATA

AUTHORITY: PL 103-227 SAFE SCHOOLS ACT OF 1994
PROGRAM TITLE: DRUG-FREE SCHOOLS & COMMUNITIES
CFDA/SUBPROGRAM NO: 84.001A

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG CODE	PROJECT CODE	OBJECT CLASS	AMOUNT
SY1996	1996	1997	EOSC2122XX	111003BB	21122	$142,000.00

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ED-GAPS001 (01/95)

U.S. Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

PR/AWARD NUMBER: S001A970182
RECIPIENT NAME: Twelve University

10

TERMS AND CONDITIONS

(1) The following items are incorporated in the grant agreement: (1) the recipient's application (block 2), (2) the applicable education department regulations (block 8), and (3) the special terms and conditions shown as attachments (block 8).

This award supports only the budget period shown in Block 6. In accordance with 34 CFR 75.253, the Department of Education will consider continued funding if: (1) Congress has appropriated sufficient funds under the program, (2) The department determines that continuing the project would be in the best interest of the government, (3) The recipient has made substantial progress toward meeting the objectives in its approved application, and (4) The recipient has submitted reports of projects performance and budget expenditures that meet the reporting requirements found at 34 CFR 75.118 and any other reporting requirements established by the secretary.

In accordance with 34 CFR 74.25(c)(2), or 34 CFR 80.30(d)(3) changes to key personnel identified in block 4 must receive prior approval from the department.

The Secretary anticipates future funding for this award according to the schedule identified in block 6. These figures are estimates only and do not bind the Secretary to funding the award for these periods or for the specific amounts shown. The recipient will be notified of specific future funding actions that the Secretary takes for this award.

(2) The recipient is required to contribute to total project costs the dollar amount shown in bicok 7.

(3) now is the time for all good men to come to the aid of their country.

_____ _____

AUTHORIZING OFFICIAL DATE

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ED-GAPS001 (01/98)

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula, and Block Grants (See Block 5 of the Notification)

1. **RECIPIENT NAME** - The legal name of the recipient, name of the primary organizational unit that will undertake the funded activity, and the complete address of the recipient. The recipient is commonly known as the "grantee."

2. **PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.

3. **PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
   ***RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
   EDUCATION PROGRAM CONTACT - The U.S. Department of Education staff person responsible for the programmatic, administrative and business-management concerns of the Department.
   EDUCATION PAYMENT CONTACT - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.

4.* **KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.

5. **AWARD INFORMATION** - Unique items of information that identify this notification.
   PR/AWARD NUMBER - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number."
   ACTION NUMBER - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
   ACTION TYPE - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
   AWARD TYPE - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK.

6. **AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
   BUDGET PERIOD - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
   PERFORMANCE PERIOD - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
   ***FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.

7. **AUTHORIZED FUNDING** - The dollar figures in this block refer to the *Federal* funds provided to a recipient during the award periods.
   ***THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
   ***BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
   ***PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
   RECIPIENT COST-SHARE - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.

RECIPIENT NON-FEDERAL AMOUNT - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be **required** to provide the non-federal funds.

8. **ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

   DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

   ***REGULATIONS** - The parts of the Education Department General Administrative Regulations (EDGAR) and specific program regulations that govern the award and administration of this grant.

   ***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. **LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

   FUND CODE, FUNDING YEAR, AWARD YEAR, ORG. CODE, PROJECT CODE, OBJECT CLASS - The fiscal information recorded by the U.S. Department of Education's Grant Administration and Payment System to track obligations by award.

   AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. **TERMS AND CONDITIONS OF AWARD** - Requirements of the award that are binding on the recipient.

    ***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award.

FOR FORMULA AND BLOCK GRANTS ONLY:
(See also Blocks 1, 2, 5, 6, 8, 9 and 10 above)

3. **EDUCATION STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. **AUTHORIZED FUNDING**

   CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

   PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

   CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

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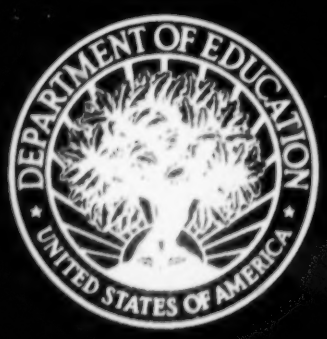
* This item differs or does not appear on formula and block grants.

AFTERWORD

We hope that you have found the information in this booklet to be helpful. We welcome your comments and suggestions for future editions. Please send them to:

Director
Grants Policy and Oversight Staff (GPOS)
U.S. Department of Education
Washington, D.C. 20202-4248



U.S. Department of Education
Washington, D.C.

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